



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-013

POSTED: October 6, 2014

DEADLINE DATE: October 10, 2014

JOB TITLE: Human Resources Generalist 1 or 2

JOB CODE: 16009 or 16011

PAY GRADE: 14 or 15

POSITION NUMBER: 00163947

The position will be filled at the pay grade commensurate with the experience of the selected candidate.

LOCATION: GBI Headquarters / Office of Human Resources
Decatur, Georgia

SALARY RANGE: PG – 14 \$32,418.30 – \$44,571.27 annually
PG – 15 \$35,569.36 – \$48,935.59 annually

DUTIES AND RESPONSIBILITIES:

Provides recruitment and applicant services for the Investigative Division. Provides analysis, research and technical expertise in specific area of Human Resources. Assists with projects that have a significant impact to the agency. Maintain a consistent, high quality, customer-focused orientation when conducting business and providing services or products to clients, the general public and other external customers. Some occasional statewide travel and weekend work is required.

MINIMUM QUALIFICATIONS:

Human Resources Generalist 1 (14) - 16009:

Completion of a Bachelor's degree, in a Human Resources related field, from an accredited college or university **AND** Three (3) years of related professional experience in Human Resources.

Human Resources Generalist 2 (15) - 16011:

Completion of a Bachelor's degree, in a Human Resources related field, from an accredited college or university **AND** Four (4) years of related professional experience in Human Resources in one or more areas of assignment.

OR

A Master's degree, in a Human Resources related field, **AND** One (1) year of related professional experience in Human Resources in one or more areas of assignment, one of which must be Classification and Compensation.

PREFERRED QUALIFICATIONS:

In addition to the minimum qualifications, preference will be given to applicants that possess one or more of the following:

- State Human Resource experience in Classification and Compensation
- State Human Resource experience in Applicant services
- Three (3) or more years of experience with State of Georgia PeopleSoft Human Resources Management System

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST COMPLETE THE ON-LINE APPLICATION BY CLICKING ON THE FOLLOWING LINK <https://hrweb.gbi.state.ga.us/>.

DO NOT SEND IN PAPER APPLICATIONS

- ❖ Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER